



LEAD GROUNDSKEEPER



OPEN MULTI-DEPARTMENTAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL AND DEPARTMENT OF GENERAL SERVICES

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOTS FOR **Sacramento and Yolo Counties** – Testing has been opened to establish eligible lists for these locations.

Positions exist in Sacramento and Yolo Counties.

FINAL FILING DATE **April 23, 2015**
Applications (STD. 678, Examination/Employment Application, Rev. 10-13) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted.

HOW TO APPLY **All application (STD. 678) forms for this examination shall be submitted to:**

Department of General Services
Office of Human Resources
Attn: Dolores Ballejos
Mailing Address: P.O. Box 989052
West Sacramento, CA 95798-9052

Street address for personally delivered applications:
707 Third Street, 7th Floor
West Sacramento, CA 95605

NOTE: Submission of the Criminal Record Supplemental Questionnaire is not required with applications for examination.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR TO A LOCAL CALIFORNIA HIGHWAY PATROL OFFICE.

NOTE: All application (STD. 678) forms must include: employment history “from” and “to” dates (month/day/year); hours per week; title/job classification; and duties performed. Application (STD. 678) forms received without this information will be rejected. Resumes or other documents will not be accepted in lieu of a completed application (STD. 678) form.

SALARY RANGE \$2,805 - \$3,505

ELIGIBLE LIST INFORMATION A multi-departmental eligible list will be established for the California Highway Patrol and the Department of General Services. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

This is an open examination. Career credits do not apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE:** All applicants must meet the experience and/or education requirements for this examination by the final filing date.

Three years of experience in propagating, planting, and cultivating flowers and shrubs, and in general grounds maintenance work.

(Completion of a recognized course of study in landscape gardening or landscape design may be substituted for two years of the required experience.)

NOTE: If substituting required general experience with education, applications must include the following: course title; number of semester or quarter credits granted; name of institution; and the completion date.

THE POSITION Under direction, to propagate and care for flowers and ornamental plants in a large greenhouse and nursery and to lay out, plant, and care for flowers and ornamental plants and shrubs; or to work with and be in charge of a small crew doing gardening and general grounds maintenance work; and perform other related duties.

EXAMINATION INFORMATION This examination will consist of a Supplemental Application weighted 100%.

All candidates who meet the requirements for admittance to this examination will be required to complete a Supplemental Application which will be mailed at a later date. The information on the Supplemental Application will be used to assess, on a competitive basis, each candidate's relevant training and experience. The Supplemental Application will be evaluated by using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not complete the Supplemental Application will be eliminated from the examination.**

Scope:

Knowledge of:

- Methods, materials, and equipment used in propagating, planting, cultivating, spraying, and otherwise caring for flowers, shrubs, lawns, and trees.
- Flowers, shrubs, and ornamental and shade trees commonly grown in California, and their planting and growing requirements.
- Plant pests and diseases and methods of their control and eradication.

Ability to:

- Lay out ornamental flower beds and borders.
- Follow oral and written directions.
- Supervise the work of a group of groundskeepers.
- Deal tactfully with the public.
- Read and write at a level appropriate to the classification.

VETERANS' PREFERENCE

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HIRING INFORMATION

Background Investigation: The California Highway Patrol conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the Examination/Employment Application (STD. 678, Rev. 10-13), which is completed prior to the examination. You may be requested to divulge conviction history on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

Medical Examination: The California Highway Patrol requires a medical examination be conducted of applicants for positions in this classification by a licensed physician to determine the competitor's suitability for employment. The medical examination ensures competitors are free from any medical condition that might adversely affect job performance.

GENERAL INFORMATION

Applications (STD. 678, Rev. 10-13) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, Department of General Services, CalHR, and the CalHR Web site at www.jobs.ca.gov.

Applicants who meet the requirements stated on this bulletin may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The California Highway Patrol and Department of General Services reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) An entrance examination is defined, under the law, as any open competitive examination; and 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by CalHR. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR 1093), which is available at www.jobs.ca.gov/Job/VeteransInformation, from written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The California Relay Service enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, 1-800-735-2922.